MANUAL ZOOM-A:MENDAFTARKAN MURID KE PLATFORM HEADCOUNT ZOOM-ATINDAKAN:GURU PENYELARAS/SU PEPERIKSAAN

Dapatkan data murid daripada SMM (Sistem Maklumat Murid) – simpan dalam pendrive

Wujudkan satu folder berkenaan data SMM tersebut pada desktop komputer dan salin(copy) data ke dalam folder berkenaan



Layari laman web zoom-a (www.zoom-a.com). Masukkan ID dan Password sekolah dan klik Login





Menu berikut dipaparkan dan Klik





Seterusnya, apabila menu berikut dipaparkan, Klik





Menu Global akan dipaparkan. Klik pilihan





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Menu berikut akan dipaparkan. Klik menu [<u>Maklumat Murid</u>] untuk proses mengimport data murid daripada folder data SMM

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Menu di atas akan dipaparkan untuk mengimport maklumat murid daripada folder data SMM. Seterusnya klik <u>Upload File</u> bagi tujuan tersebut

Seterusnya menu berikut dipaparkan. Klik *button* Browse... untuk mendapatkan lokasi fail data SMM dan seterusnya klik button Import Now

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Pilih lokasi folder data SMM dan seterusnya klik



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Di dalam folder data SMM, klik tetikus sekali atau highlight pada file 📋 Murid dan klik 🚺 🚺

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Menu berikut dipaparkan dan klik Import Now

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Apabila proses mengimport file data murid berjaya dilaksanakan, menu berikut akan dipaparkan untuk menunjukkan jumlah murid yang telah berjaya didaftarkan ke dalam sistem. Proses mendaftarkan murid ke dalam sistem Headcount ZOOM-A telah berjaya dilaksanakan dan seterusnya klik [Close] untuk keluar dan menu berikut dipaparkan untuk menunjukkan kelas Tahun 6 telah didaftarkan.

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Anda boleh memilih Tahun 1-5 untuk melihat kelas lain yang telah berjaya didaftakan ke dalam sistem.